

ADOPTION LEAVE POLICY ENTITLEMENT AND PROCEDURE

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Adoption Leave Policy

1. Introduction

The purpose of this policy is to provide information and guidance on the Trust's Adoption Scheme which applies to all employees who meet the eligibility criteria.

The Trust is committed to assisting its employees in having more choice as to how they balance their working lives with their family responsibilities and to assist them in giving their children the best start in life.

2. Legislation/conditions of service

National legislation sets out minimum legal entitlements for Statutory Adoption Leave and Pay and also sets out the requirements in terms of eligibility. The NJC for Local Government Services Terms and Conditions (Green Book) does not provide an adoption scheme. However, the Trust's own adoption leave scheme provides entitlements in addition to the statutory provisions in terms of pay.

3. Entitlement to leave

All employees who expect a child to be placed with them, including via a surrogacy arrangement, will be entitled to take up to 26 weeks' ordinary adoption leave and 26 weeks' additional adoption leave, subject to qualifying conditions. An employee who qualifies for statutory adoption pay (SAP) will be entitled to 39 weeks' SAP.

4. Advice and guidance

It is the Trust's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. If an employee is considering adoption, they should familiarise themselves with the Adoption Leave Entitlement and Procedures document and clarify the relevant procedures with the Trust to ensure that they are followed correctly.

5. Further information

Further information and guidance on adoption leave and benefits may be obtained from the organisations shown in Appendix 4.

6. Process

The process for notification of an employee's intention to take adoption leave is set out in the **Adoption Leave Entitlement and Procedure**.

Scope

- This policy applies to all employees of the school.
- The term 'employee' refers to any members of staff, whether teaching or support staff, employed to work by the Trust within a School or the wider Trust
- The term 'Headteacher' refers to Headteacher/Executive Headteacher or CEO
- In other educational establishments, it is for the relevant body to decide whether or not it is appropriate to adopt this policy
- Changes in Employment Law or Educational Legislation may form part of the policy.

Adoption Leave Entitlement and Procedure

1. Introduction

The purpose of this document is to provide standard guidance on the statutory rights and obligations of employees who are adopting a child and gives details of the arrangements for adoption leave and pay.

Employees are encouraged to talk to their Headteacher/CEO about their plans from an early stage to help both the CEO/Headteacher and employee manage their work during the period of adoption leave and their return to work.

2. Eligibility for adoption leave

Adoption leave applies to all employees whatever their sexual orientation and/or personal gender identity. Only one person in a couple is eligible to Adoption Leave, although the other partner may be able to take paternity leave. (See Paternity and Maternity Support Leave Policy). Alternatively, both partners may be eligible to take Shared Parental Leave. (See Shared Parental Leave Policy). Employees do not qualify for adoption leave or pay if they:

- Arrange a private adoption,
- Become a special guardian or kinship carer;
- Adopt a stepchild, or
- Adopt a family member.

UK adoptions, including surrogacy arrangements

To qualify for adoption, leave, an employee must advise the Trust, within 7 days of being matched:

- How much leave they want
- Their leave start date;
- The date of placement, i.e. the date the child was or is to be placed with them, and;
- provide proof of the adoption

Overseas adoptions

In addition to the eligibility criteria for a UK adoption, the employee must:

- Have worked continuously for the Trust for at least 26 weeks by the time they receive official notification, (i.e. permission from a UK authority that the employee can adopt from abroad), and
- Sign Government Form SC6; (available from the gov.uk website) if adopting the child with their partner, (Form SC6 confirms that the employee is not taking paternity leave or pay.

3. Eligibility for adoption pay

UK Adoptions

To be eligible for adoption pay, the employee must:

- Have worked for the Trust for at least 26 weeks by the time they were matched with the child
- Have earnings above the Lower Earnings Limit for national insurance contributions
- Give at least 28 days' notice of when they want the adoption pay to start and how much adoption leave they want to take
- Give proof of the adoption

Overseas Adoptions

To be eligible for adoption pay the employee must:

- Have worked for the Trust for at least 26 weeks by the time they receive official notification, (i.e. permission from a UK authority that the employee can adopt from abroad);
- Give at least 28 days' notice of when they want the adoption leave to start and how much leave they want to take
- Have earnings above the Lower Earnings Limit for national insurance contributions
- Sign from SC6, (available from the gov.uk website) if adopting the child with their partner, (Form SC6 confirms that the employee is not taking paternity leave or pay.
- Give proof of the adoption

Surrogacy arrangements

To be eligible for adoption pay the employee must:

- Have worked continuously for the Trust for at least 26 weeks by the 15th week before the surrogate baby's due date
- Intend to apply for a parental order
- Expect the order to be granted (e.g. because the employee has no convictions involving children and the birth mother, father agree to the arrangement
- Give at least 28 days' notice of when they want the want the adoption leave to start and how much leave they want to take
- Have earnings above the Lower Earnings Limit for national insurance contributions.

N.B. if the employee is genetically related to the child, (i.e. the egg or sperm donor) they can choose to get paternity leave and pay instead of, not in addition to adoption leave.

4. Proof of adoption

Proof of adoption must show:

- The employee name and address and that of the adoption agency
- The match date, e.g. the matching certificate
- The date of placement, e.g. a letter from the adoption agency

Additionally, for overseas adoptions the employee must provide:

- The relevant UK authority's (e.g. Department of Health) "official notification" confirming the employee is allowed to adopt, and
- The date the child arrived in the UK, e.g. plane tickets.

5. Start date of adoption leave

Adoption leave can start:

- up to 14 days before the date the child starts living with you (UK adoptions)
- when the child arrives in the UK or within 28 days of this date (overseas adoptions)
- the day the child is born or the day after (if the employee has used a surrogate to have a child).

6. Notification

Employees are required to provide confirmation of eligibility as outlined in section 2 and 3 and to comply with the following notification requirements:

UK adoptions

Employees are required to inform their Headteacher/CEO of their intention to take adoption leave within 7 days of being notified by their adoption agency that they have been matched with a child for adoption, unless this is not reasonably practicable and should give 28 days' notice of when they wish adoption leave to start or, if this is not reasonably practicable, as soon as is reasonably practicable, in order to receive adoption, pay, (if eligible).

A copy of the Adoption Matching Certificate must be produced within one week of issue.

Overseas adoptions

Employees must advise the Trust:

- the date of their official notification;
- the estimated date the child arrives in the UK – within 28 days of getting the notification
- the actual date the child arrives in the UK, within 28 days of this date

- How much leave they want to take and the start date - giving the Trust 28 days' notice

Surrogacy arrangements

Employees must advise the Trust, in writing of the baby's due date and when they want to start their leave, no later than 15 weeks before the expected week of birth. They must also provide a written statement "statutory declaration to confirm they have applied/will apply for a parental order in the 6 months after the child's birth". The statement must be signed in the presence of a legal professional.

Planning for leave requirements

Although there is no requirement for employees to provide more notice than set out above in terms of adoption leave, some employees may feel able to advise their line manager, in confidence, that they may have some leave requirements at an earlier stage. Where this happens, it will assist in planning the needs of the Trust. Managers would need to be conscious that an adoption may not be approved or take place as envisaged.

Changes to proposed leave dates

Employees must advise the Trust, if the date of placement or UK arrival date for overseas adoptions changes, within 28 days of being notified of that change.

Employees may change their minds about the date on which they want their leave to start, providing they tell the CEO/Headteacher at least 28 days in advance (unless this is not reasonably practicable). They will have to inform the Trust of the date they expect any payments of statutory adoption pay to start at least 28 days in advance unless this is not reasonably practicable.

The employee must give the Trust at least 8 weeks' notice if they wish to change their return to work date.

Making a request for adoption leave

Requests for adoption leave should be made using the form shown in Appendix 1 (UK adoption) or Appendix 2 (Overseas adoption). The Trust will write to the employee within 28 days, setting out the date on which they expect the employee to return to work if the full entitlement to adoption leave is taken. The Trust's payroll provider must confirm within 28 days how much statutory Adoption Pay the employee will receive and when it will start and stop. If it is decided that the employee is not eligible, they must provide the employee with form SAP1 within 7 days of making the decision and explain why they believe the employee is not eligible.

7. Pre-adoption appointments

The main adopter will be able to take paid time off for up to five adoption appointments. The secondary adopter will be entitled to take unpaid time off for up to two appointments.

For those employees who will become a parent through surrogacy arrangements there will be a right to two unpaid antenatal appointments if they expect to satisfy the conditions for, and intend to apply for a Parental Order for the Child.

Employees are required to provide evidence of the meeting and obtain prior permission from their line manager. Employees should endeavour to give their line manager as much notice as possible of pre-adoption appointments and, wherever possible, try to arrange them as near to the start or end of the working day as possible.

8. Adoption leave

Employees who qualify for adoption leave are entitled to up to 26 weeks' ordinary adoption leave followed immediately by up to 26 weeks' additional adoption leave – a total of up to 52 weeks leave.

Adoptive parents who have average weekly earnings below the Lower Earnings Limit for national insurance contributions do not qualify for statutory adoption pay. Any such employees may be able to seek financial support from their Local Authority or obtain financial support through various benefits. Advice and guidance can be obtained from the contacts shown in Appendix 4.

Rights during adoption leave

During ordinary and additional adoption leave, all terms and conditions of the employee's contract except normal pay will continue. Salary will be replaced by adoption pay if the employee is eligible to receive it. This means that, whilst ordinary basic salary and other cash remuneration will cease, all other benefits will remain in place. For example, holiday entitlement will continue to accrue, and pension contributions will continue to be paid.

Employees are encouraged to take any outstanding holiday due to them before the commencement of adoption leave. Employees are reminded that holiday must be taken in the year that it is earned.

9. Adoption Pay

Employees who have not worked continuously for the Trust for 26 weeks leading into the week in which they are notified of being matched with a child for adoption have no entitlement to adoption pay.

Trust provisions

The Trust has made provision for employees who adopt to take time off from the workplace and has supplemented the payments made to adoptive parents.

Employees who have **between 26 weeks and 1 year's** Trust/Local Government* service are entitled to the following Statutory Adoption Pay (SAP) and contractual pay:

Weeks 1-6 6 weeks at 90% of pay (inclusive of SAP).

Weeks 7-39 Remainder of ordinary adoption leave period paid at rate of statutory adoption pay SAP or 90% of average weekly earnings if this is less than SAP).

Weeks 39-52 Additional Adoption Leave (unpaid)

Employees who have 1 or more years' continuous service with the Trust/Local Government* Service:

Weeks 1-6 6 weeks at 90% of pay (inclusive of SAP)

Weeks 7-18 12 weeks at 50% pay (plus SAP), so long as this does not exceed the employee's normal pay

Weeks 19-39 21 weeks at the rate of SAP

Weeks 39-52 Additional Adoption Leave (unpaid)

* Relevant to staff in maintained schools or staff who have transferred to a non-maintained school from one under LEA control

NOTE: the payment of the 12 weeks half pay is on the understanding that the employee returns to their employment for a period of at least 3 months based on their contractual hours prior to/during adoption leave. If the employee does not return they will be required to repay the 12 weeks half contractual pay. Any leave (parental, unpaid or annual) or Career Break taken at the end of adoption leave would not constitute a return to work. However, if an employee returns to work then takes annual leave within the 3 months this will still constitute a return to work i.e. the 3-month period will not be extended.

Statutory Adoption Pay is a rate set by the Government for the relevant tax year, or at 90% of the employee's average weekly earnings, if this figure is lower than the Government's set weekly rate.

10. Termination of placement

In some cases, an adoption placement may be terminated part way through a period of adoption leave. This could be for many reasons, including the death of the placed child. If the child's placement ends during the adoption leave period, the employee will be able to continue the adoption leave for up to 8 weeks after the end of the placement.

11. Contact during adoption leave

The CEO/Headteacher and employee are allowed to make reasonable contact during adoption leave, to discuss such issues as the return to work. This will not constitute 'work' and will not count towards the 10 keeping in touch (KIT) days (see section 12) that the employee is allowed to work during their adoption leave. Such contact will not bring the adoption leave period to an end.

The CEO/Headteacher should ensure that the employee is kept up to date regarding any key changes or developments within their workplace whilst on adoption leave e.g. change of manager, change of team structure. Some employees may also wish

to receive other information whilst on adoption leave, depending on their personal preference e.g. training opportunities. The manager should, therefore, discuss this with the employee prior to their leave in order to ensure the level and volume of information is right for the employee.

Employees also have the right, if they so wish, to be kept up to date regarding job vacancies advertised during their leave within the Trust whilst on adoption leave. The CEO/Headteacher should therefore clarify with the employee if they wish to receive a regular update of job vacancies within the Trust.

Where the employee wishes to receive an update of the Trust vacancies, the CEO/Headteacher should arrange this.

12. Working during adoption leave and ‘keeping in touch’ days

Keeping in touch (KIT) days are intended to facilitate a smooth return to work for employees returning from adoption leave. Before going on leave, the CEO/Headteacher/manager and employee should discuss and agree any voluntary arrangements for keeping in touch during the employee's adoption leave.

An employee can agree to work for the Trust for up to 10 days during either ordinary adoption leave or additional adoption leave without that work bringing the period of adoption leave to an end and without loss of adoption pay. However, an employee will lose their adoption pay for any week in which they do any further work. Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purposes of keeping in touch with the workplace. These are known as ‘keep in touch’ days. Any work carried out on a day shall constitute a day's work for these purposes.

In most cases an employee may be paid for any work they do under the contract. Issues to take into account will include the nature of the work and its duration. Adoption pay may be offset for the day against any pay due. These matters should be discussed and clearly agreed before any work is undertaken. It is expected that in most cases the employee will receive their normal rate of pay for the day worked offset by any adoption payment, even if only part of the day is worked. Alternatively, days off may be given on the employee's return to work subject to agreement between the employee and her manager.

An employee's adoption leave will not be extended due to the fact that they have carried out some work during this period.

The CEO/Headteacher cannot insist that an employee carries out any work during this period and the employee cannot be subjected to a detriment or be dismissed for refusing to do so. Equally, an employee cannot insist on being given any work to do.

13. Returning to work

Employees who intend to return to work at the end of their full adoption leave entitlement will not have to give any further notification unless they wish to change their return date from that notified to them by the Trust in which case they must give the Trust eight weeks' notice of the change. The CEO/Headteacher must inform payroll.

Failure to return to work by the end of the adoption leave will be treated as an unauthorised absence unless the employee is sick and produces a current medical certificate before the end of the adoption leave period.

If the employee decides during adoption leave that they do not wish to return to work, they should give written notice of resignation to their Headteacher/CEO as soon as possible and in accordance with their contract of employment.

14. Shared Parental Leave

It is possible, subject to meeting certain criteria for an employee to curtail their adoption leave to allow their partner to share it. Please refer to the Trust Policy on Shared Parental Leave for further details.

15. Other terms and conditions of employment

Pension scheme

Local Government Pension Scheme

During ordinary adoption leave periods (first 26 weeks) the Trust and the employee will continue to pay pension contributions. The employee contribution will be reduced proportionately but the employer contribution will be worked out using a notional figure to ensure your pension is not affected by the reduction in pay.

Additional Adoption Leave, which is unpaid, will not count for pension purposes unless you elect to pay Additional Pension contributions to purchase the amount of pension lost during the period of unpaid leave.

Teachers' Pension Scheme

Employer and Employee contributions continued to be made during paid Ordinary Adoption Leave but will not be made during unpaid Additional Adoption Leave. (The Teachers' Pensions scheme states that contributions will continue so long as the employee receives more than half of their salary or statutory pay. Contributions and benefits will be based on the pay the employee receives while they are on leave.

For further information and guidance regarding how adoption leave may affect their pension and contributions employees are advised to contact their pension provider. Contact details may be found in Appendix 4.

Training and development

If an employee is undertaking training and development, they may need to discuss how this will be affected by their adoption leave with their Headteacher/CEO. In some circumstances it may be possible to continue with a college course or an employee may need to arrange to have time out until they return to work.

Trade Union subscriptions

If an employee is a member of a Trade Union and their subscription is automatically deducted from their pay this will continue whilst they are on paid adoption leave. These deductions cease when an employee enters a period of unpaid adoption

leave. If the employee subsequently returns to work following a period of unpaid leave the subscriptions deductions will recommence automatically.

Annual leave

Annual leave entitlement will accrue, in accordance with the contract of employment, while the employee is on adoption leave.

Staff who are employed in schools on term-time only contracts, are generally not able to take leave during school term time and therefore will be unable to take leave immediately before or after adoption unless it coincides with school closure periods. However, their entitlement to leave is met during the first weeks of the school closure periods - in the case of teaching staff this will be the 5.6 weeks (pro rata). Support staff will be entitled to their pro rata leave and will also be entitled to time off in lieu of bank holidays. The leave year for support staff commences in April and for teachers in September.

Where the return from adoption leave is so close to the end of the leave year that there is not enough time to take their entire annual leave entitlement, an employee must be allowed to carry over any balance of their leave to the following leave year. An employee can be required to take this during the remaining periods of school closure after the annual leave for that leave year has been accommodated. Support staff who work less than 52 weeks per year will be paid for this period unless annual leave is granted during school opening times. For support staff who work 52 weeks per year sub-paragraph (i) above for support staff employees will apply with leave being taken either in school closure periods or term time as agreed with the CEO/Headteacher and with no extra payment. For staff who are employed under School Teachers' Pay and Conditions this will be taken in school closure periods (there is no payment).

Public holidays

If public holidays fall during adoption leave the employee will be entitled to any time in lieu that they would have been due had they not been on adoption leave. Any entitlement to days in lieu of public holidays should be added to the annual leave entitlement and arrangements to take the leave should be made as for annual leave.

Teachers do not have a contractual entitlement to paid leave on public or bank holidays. The May Day bank holiday is the only bank holiday that falls during term time. For the purposes of annual leave, the May Day bank holiday will be classed as a school closure which counts against the statutory annual leave entitlement.

Salary sacrifice schemes

Salary sacrifice schemes will continue to operate during the full period of adoption leave where the employee continues to satisfy the conditions of the scheme. However, employees should be aware that, where such a scheme is in operation, their average weekly earnings calculation for adoption pay will be based on the lower salary and amended benefit provision. The salary sacrifice arrangement could therefore adversely affect the amount of adoption pay or reduce the employee's average weekly earnings to below the lower earnings limit for national insurance contributions, meaning that the employee will not be entitled to adoption pay. Employees are advised to contact their scheme provider for further information regarding suspending or leaving the scheme before or during the adoption leave period.

Statutory paternity leave

Subject to a qualifying length of service and other criteria, paid paternity leave is available for adoptive fathers/partners. The paternity leave is either one or two weeks to be taken as a block. An eligible employee may also take Maternity Support Leave. Further details may be found in the Trust's policy for Paternity and Maternity Support leave.

Unpaid Parental leave

Employees, subject to sufficient qualifying service, can request unpaid parental leave to follow on directly from their adoption leave. Such leave where it postpones the employee's actual return to duty does not constitute a return to work for the purposes of completing the required 'return to work' period set out in section 13. Details are provided in the Trust's Unpaid Parental Leave Policy.

16. Dismissal Protection

The Trust understands and is committed to its legal obligations towards employees on Adoption leave including their right not to be unfairly dismissed where due to their taking or having taken adoption leave.

Redundancy

Where an employee cannot be offered their old job back because of redundancy, the Trust is under a statutory duty to offer the employee any suitable available existing alternative employment. Failure to do so will render the dismissal automatically unfair. It is essential, therefore, that where restructuring/redundancy arises, any employees on adoption leave are included in the consultation/selection process.

Where alternative employment is offered, it must be suitable for the employee and appropriate for them to do in the circumstances. It must also be on terms and conditions that are not substantially less favourable than those under their original contract of employment. The offer must be made before the original contract comes to an end and it must take effect immediately on the ending of the original contract, or within 4 weeks.

Where a suitable vacancy does exist, the employee must be offered the post in preference to anyone else who is also at risk of redundancy.

Where it is not possible to offer alternative employment on the above basis the employee has rights to redundancy.

There may be situations where the employee still wishes to pursue alternative employment options, albeit at a lower grade (with the Trust's Pay Protection provisions applicable at that time) as an alternative to redundancy but care needs to be taken to ensure that all opportunities for alternative employment at a comparable grade have been explored.

The right to return to work (and related protection against a detriment) comes into existence as soon as the employee provides notification of their intention to take adoption leave.

If an employee's job becomes redundant in their absence the Trust is obliged to offer any available suitable alternative employment, even if the employee has not yet confirmed their intention to return to work, i.e. the assumption is that an employee will return to work following adoption leave unless they indicate otherwise.

An employee given notice of redundancy during their adoption leave is entitled to receive full pay during their period of notice. However, where this notice period (or part of it) coincides with any paid adoption leave period, the adoption pay due is subsumed within the paid notice i.e. the employee's pay should not exceed their normal full pay whilst under notice.

Where the employee's contract of employment ceases before all statutory adoption pay payments are made, the Trust is responsible for paying any remaining weeks of statutory adoption pay payments due.

An employee will be entitled to a redundancy payment only if they meet the service qualifications for such payments.

Adoption Leave/Pay Notification – UK adoption

To: The CEO/Headteacher

Name:	
Position Held:	
Department & Team/School/Establishment:	
Commencement date of Continuous Service in Trust/School	
Commencement date of Continuous Service in Local Government:	
Home Address:	

Date on which you were notified of being matched with a child for adoption:	
Expected date of placement:	
Date you would like adoption leave to start:	
Amount of adoption leave you wish to take	
Confirmation that you are applying for adoption leave with pay, (subject to assessment of eligibility)	Yes/no

Declaration:

	√
I confirm that I have been matched with a child for adoption by an approved adoption agency	
My partner will <u>not</u> also be in receipt of Adoption leave	
I have attached a copy of my proof of adoption.	

Signature: _____ Date: _____

CEO/Headteacher: The employee has notified me of their intention to take adoption leave/pay and has/has* not satisfied the notification requirements set out in the policy

* Delete as applicable

Signed: _____ Date: _____

Adoption Leave/ Pay Notification – Surrogacy arrangements

To: The CEO/Headteacher

Name:	
Position Held:	
Department & Team/School/Establishment:	
Commencement date of Continuous Service in Trust/School	
Commencement date of Continuous Service in Local Government:	
Home Address:	

Expected week of childbirth	
Date you would like adoption leave to start	
Amount of adoption leave you wish to take	weeks
Confirmation that you are applying for adoption leave with pay, (subject to assessment of eligibility).	Yes/no

Declaration:

	√
I have attached a copy of the statutory declaration to confirm that I have applied/will apply for a parental order in the 6 months after the child's birth.	
My partner will <u>not</u> also be in receipt of Adoption leave	

Signature: _____ Date: _____

CEO/Headteacher: The employee has notified me of their intention to take adoption leave/pay and has/has* not satisfied the notification requirements set out in the policy

* Delete as applicable

Signed: _____ Date: _____

Adoption Leave/Pay Notification – Overseas adoption

To: The CEO/Headteacher

Name:	
Position Held:	
Department & Team/School/Establishment:	
Commencement date of Continuous Service in Southend-on-Sea Borough Council:	
Commencement date of Continuous Service in Local Government:	
Home Address:	

Date on which you received official notification:		
Date on which child is expected to enter /has entered the UK:		
Date you would like adoption leave to start:		
Amount of adoption leave you wish to take:	Weeks	
Confirmation that you are applying for adoption leave with pay, (subject to assessment of eligibility).	Yes/no	

Declaration:

	√	
I confirm that I have been assessed and approved as a suitable adoptive parent		
My partner will <u>not</u> also be in receipt of Adoption leave		
I have received an official notification		
I have attached a copy of proof of adoption		
I have notified my line manager/Headteacher of my intention to take adoption leave.		

Signature: _____ Date: _____

CEO/Headteacher: The employee has notified me of their intention to take adoption leave/pay and has/has* not satisfied the notification requirements set out in the policy

* Delete as applicable

Signed: _____ Date: _____

Useful sources of help and information

www.gov.uk

Government website detailing state entitlements and useful information relating to worker and employee rights. Also contains information on adopting in the UK and overseas.

Working families

This organisation provides advice and information on work-life balance. Visit their website www.workingfamilies.org.uk for further information.

Local Government Pension Scheme

If you require any information about your pension or have any concerns about your membership or benefits you should contact your local pension fund administrator.

Essex County Council
Human Resources
PO Box 11
County Hall
Chelmsford
Essex CM11 1LX

Or contact the Member Service Team on 01245 431912

You may also visit their website www.essexcc.gov.uk/pensions

Further information can be found on the Local Government Pensions website www.lgps.org.uk .

Teachers' Pensions

Teachers' Pensions administers the pension scheme on behalf of the DfE.

If you require any information about your pension, please contact:

Capita Teachers' Pensions
Mowden Hall
Darlington
DL3 9EE
Tel: 0845 6066 166

Further information can be found on the Teachers' Pensions website www.teacherspensions.net

HM Revenue & Customs

HM Revenue & Customs have responsibility for the administration of income tax and national insurance contributions.

For further information visit their website www.hmrc.gov.uk where you will also find details of your nearest local office.

British Association for Adopting and Fostering

For advice on adoption contact:

Tel: 020 7421 2600

www.baaf.org.uk

Parents and Children Together

For information and guidance on adoption in the UK

www.pactcharity.org

Adoption UK

Support for adoptive parents before, during and after adoption

www.adoptionuk.org.uk